



Now Hiring Managers

The Atlanta Regional Census Center invites all interested applicants to apply for our Early Local Census Office Management Positions.

The following 40 offices are scheduled to open October 2009.

Gadsden, AL
Huntsville, AL
Phoenix City, AL
Shelby County, AL
Tuscaloosa, AL
Apopka, FL
Brooksville, FL
Broward County, FL
Clearwater, FL
Fort Myers, FL
Cocoa, FL
Daytona Beach, FL
Delray Beach, FL
Gainesville, FL

Hialeah, FL
Hillsborough County, FL
Hollywood, FL
Homestead, FL
Jacksonville North, FL
Lakeland, FL
Miami South, FL
Miami-Dade Northeast, FL
Ocala, FL
Pensacola, FL
Pompano Beach, FL
Punta Gorda, FL
Sanford, FL
St. Petersburg, FL

Albany, GA
Alpharetta, GA
Athens, GA
Atlanta North, GA
Augusta, GA
Columbus, GA
Dalton, GA
Decatur, GA
Douglasville, GA
Duluth, GA
Stockbridge, GA
Waycross, GA

How to Apply

Prepare the following forms:

1. [Application or Resume](#) which includes the title of the position you wish to apply for along with the Recruiting Bulletin Number for the Position. Prepare the application/resume that will best demonstrate your experience related to the job you are applying for.
2. **Evaluation Criteria Statement** – 2 pages included in the recruiting bulletin for specific Manager Job. Make sure to circle the answer that is best reflected in your resume or application that **completely addresses all of the criteria**. If not please elaborate in column the experience of your duties that apply.
3. [Declaration for Federal Employment](#), background questionnaire required.

[Click here for sample forms](#)

See table below for Job Title and Responsibilities



Basic Requirements



- Must be U.S. Citizen
- Applicants must be 18yrs of age or older
- Pass a background/fingerprint check
- Pass Census Bureau written exam
- Separate application/resume required for each position desired

Position Listing Information

Job Title	Salary	Responsibilities
Assistant Manager for Field Operations	\$18.50-\$26.25/hr	Responsible for accomplishing production and quality goals in field operation under their span of control. Supervises 10-15 supervisors and indirectly supervises 400-600 field employees at peak operation. Coordinates staff training, creates work assignments, monitors progress, and reassigns work as needed.
Assistant Manager for Administration	\$15.25-\$23.00/hr	Manages all personnel, payroll, supply requisitioning, office security and safety, and other administrative activities. Supervises up to 10 clerks and shift supervisor
Assistant Manager for Recruiting	\$15.25-\$23.00/hr	Manages all recruitment and testing activities to support field and office operations for the Local Census Office. Trains and supervises field recruiting assistants and several office clerks.
Assistant Manager for Quality Assurance	\$15.25-\$23.00/hr	Advises the Assistant Manager for Field Operations and Local Census Office Manager on compliance with pre-established quality assurance goals and procedures for all field data collection operations. Acts as principal technical advisor on quality assurance aspects of field data collection operation in the Local Census Office.
Assistant Manager for Technology	\$15.25-\$23.00/hr	Responsible for managing automation functions in the Local Census Office. This job includes troubleshooting duties and evaluating, analyzing, and coordinating automation operations to efficiently support Local Census Office functions.

For more information please contact

1-888-586-9439

**Department of Commerce
U.S. Census Bureau**

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Department of Commerce to prohibit discrimination based on race, color, religion, sex (including sexual harassment and pregnancy discrimination), sexual orientation, national origin, age (40 years of age and over), and disability (physical or mental), including the provision of reasonable accommodations for qualified applicants and employees with disabilities. Retaliation against those who initiate discrimination complaints or otherwise oppose discrimination and harassment is strictly prohibited.

Sample of Application with Job title & Announcement Number

OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612				Form Approved OMB No. 3206-0219
Section A - Applicant Information Use Standard State Postal Codes (abbreviations). If outside the United States of America, and you do not have a military address, type or print "OV" in the State field (Block 6c) and fill in the Country field (Block 6e) below, leaving the Zip Code field (Block 6d) blank.				
1. Job title in announcement Local Census Office Manager		2. Grade(s) applying for	3. Announcement number 3299-LCOM-08-001	
4a. Last name Doe	4b. First and middle names John		5. Social Security Number	
6a. Mailing address 123 That Street			7. Phone numbers (include area code if within the United States of America)	
6b. City Los Angeles			6c. State CA	6d. Zip Code 90000
6e. Country (if not within the United States of America)			7a. Daytime	
8. Email address (if available)			7b. Evening	
Section B - Work Experience Describe your paid and non-paid work experience related to the job for which you are applying. Do not attach job description.				
1. Job title (if Federal, include series and grade) Manager				
2. From (mm/yyyy) 01/2006	3. To (mm/yyyy) 01/2007	4. Salary per \$	5. Hours per week xx	
6. Employer's name and address Apples and Oranges Company, 123 The Street, The City			7. Supervisor's name and phone number	
			7a. Name	
			7b. Phone	
8. May we contact your current supervisor? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				

Sample of Evaluation Criteria Statement

EVALUATION CRITERIA STATEMENT FOR LOCAL CENSUS OFFICE MANAGER	
COLUMN A	COLUMN B
Applicants are required to answer each of the three questions below in Column A by circling the best response and supporting that response in Column B.	Applicants are also required to complete the following: 1. Indicate the job from your attached resume or other application form that verifies the answer you selected. OR 2. Write in the space below your experience that supports your answer. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment.
1. Please select the answer that best describes your experience demonstrating the ability to provide direct supervision over both employees and supervisors to accomplish production and quality standards. (Circle the appropriate letter.) a. As my primary responsibility, I have experience with both of the following: Managing a staff of 100 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s); managing employees who worked multiple geographic locations; and ensuring that work product is conducted in accordance with government or corporate policy and regulations. b. As my primary responsibility in a former position, I have experience with both of the following: a) Managing a staff of 30 or more employees that included at least two levels of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s); and, ensuring that work product is conducted in accordance with government or corporate policy regulations. c. I have experience with both of the following: Managing at least 10 employees through one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); and ensuring that work product is conducted in accordance with government and corporate policy	Response must support answer circled in Column A As a Manager/Supervisor for XYZZ Company as listed in my resume/application. I managed a staff of 31 employees that included 2 levels of subordinate management. I supervised 10 team leads who in turn supervised a crew of 3-5 field techs in the production of our product. Ensuring that they followed our company's regulations and integrity.

Sample Declaration for Federal Employment

Declaration for Federal Employment				Form Approved OMB No. 3208-0182
GENERAL INFORMATION				
1. FULL NAME (First, middle, last) ◆ Doe, John Me		2. SOCIAL SECURITY NUMBER ◆		
3. PLACE OF BIRTH (Include city and state or country) ◆ Anywhere, USA		4. DATE OF BIRTH (MM/DD/YYYY) ◆		
5. OTHER NAMES EVER USED (For example, maiden name, nickname, etc) ◆ none ◆		6. PHONE NUMBERS (Include area codes) Day ◆ (111) 111-1111 Night ◆ (111) 111-1111		
Selective Service Registration If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.				
7a. Are you a male born after December 31, 1959?		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO If "NO" skip 7b and 7c. If "YES" go to 7b.	
7b. Have you registered with the Selective Service System?		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO If "NO" go to 7c.	
7c. If "NO," describe your reason(s) in item #16.				
Military Service				
8. Have you ever served in the United States military?		<input type="checkbox"/> YES Provide information below <input type="checkbox"/> NO		
If you answered "YES," list the branch, dates, and type of discharge for all active duty. If your only active duty was training in the Reserves or National Guard, answer "NO."				
Branch	From MM/DD/YYYY	To MM/DD/YYYY	Type of Discharge	

The 3 documents listed above consist of a complete application packet to bring with you to testing. If you are applying for more than one position, a separate resume/application and evaluation criteria statement is required reflecting title of position and recruiting bulletin number, however the one test score can be applied to more than one of the manager positions.

**For additional information, please contact
1-888-586-9439**

www.census.gov/atlanta